


October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Shift Supervisor, Lieutenant

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the Shift Supervisor. The Lieutenant assigned to this post is responsible for ensuring all security requirements are met and all procedures are followed during their tour of duty.
3. Scope. The Shift Supervisor is responsible for direction, control and supervision of the police force personnel on an assigned shift. The shift supervisor is the immediate supervisor of all NSF personnel assigned to the shift. Shift supervisors are responsible for ensuring physical security requirements and responsibilities of the police force are met to protect NSA-Washington property from sabotage, espionage, terrorist acts, thefts, pilferage, trespassing, and other disruption of a safety or security nature that may threaten the employees and visitors of NSA-Washington
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day. Off days are covered by the Sergeant, Lead Police Officer, via Post Orders Lead Police Officer, Sergeant.
5. (b) (7)(E) 
6. Supervisory Duties and Responsibilities. In order to ensure physical security is maintained on NSA-Washington Property and the outlying field sites, the Lieutenant is guided by Post Orders, Standard Operating Procedures, Instructions, Regulations and his/her own experience and initiative. These orders and procedures will be reviewed on a continuous basis to ensure applicability and usefulness. The shift supervisor will perform and supervise the following police functions:
 - a. Roll Call. Normally, the Sergeant will post the shift, however; the Lieutenant will fulfill this responsibility when the Sergeant is off duty or on leave. Roll Call will be conducted in a professional manner in accordance with NSA-Washington Standard Operating Procedures. Post/Special assignments and instructions will be made at this time. All pertinent equipment such as keys, radios, ticket books, and weapons will be issued. The shift supervisor (oncoming and off-going) will ensure all equipment is returned at the end of the shift.

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Shift Supervisor, Lieutenant

- b. Time and Attendance. Review time and attendance sheets, ensuring the sheets are completed accurately and that all absences have been documented. Ensure time for personnel performing duties is properly recorded. The shift supervisor is primarily responsible to input all time and attendance data into the SLDCADA timekeeping system and to certify each officer's time card at the end of each pay period.
- c. Emergencies. Ensure patrol response to all emergencies or other serious incidents, such as fires, security alarms, vehicle accidents, injury calls, bomb threats, and other incidents and complaints, is immediate and professional. Preliminary investigative (fact finding) reports on such incidents will be conducted by the responding patrol. Information gathered must be documented on the appropriate forms, reviewed by the shift supervisor, and submitted for review and approval.
- d. Training. Training is conducted in two forms: (1) Roll Call training will be conducted by the shift supervisor or a training instructor. This training will cover short topics of interest (i.e., Out of Hours procedures, special instructions, etc.) (2) Quarterly training will be conducted by shift supervisors, training instructors, and guest instructors. This training will be recorded and submitted to the training office.
- e. Problem Solving. Receive, review, and attempt to resolve problems as they occur in accordance with the NDW/FOP Collective Bargaining Agreement. Problems that cannot be resolved at the supervisory level will be brought to the attention of the Precinct Commander, then the Chief of Police.
- f. Evaluations. The Lieutenant will evaluate subordinate police officers performance on a continuous basis and will correct problems as they occur, when possible. Official performance appraisals and evaluations will be forwarded through the Precinct Commander to the Chief of Police.
- g. Post Inspections. The gate houses and areas where police officers are assigned will be inspected for cleanliness, appropriate forms, reference materials, and equipment. Vehicles, radios, keys, and weapons found to be unserviceable will be scheduled for repair.
- h. Colors and Personal Flags. The shift supervisor will be responsible to ensure the Colors are raised with dignity and respect each day at 0800 hrs and lowered each day at official sunset.
- i. Meetings. Assistance will be provided to other Divisions for meetings, such as reserved parking and Police protection for

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Shift Supervisor, Lieutenant

classified meetings. VIP passes and meeting lists will be provided to the officers at the gates along with any special instructions and/or information.

- j. Security Violations. Shift supervisors will ensure that all security violations are properly investigated and documented. Any classified material found adrift during out of hours will be documented on an Evidence/Property Custody Receipt (OPNAV FM 5527/22) and the material returned to the Evidence locker for safekeeping. The next workday the material will be transported to the NRL Command Investigator for review and disposition. Alarmed security areas, security container violations, and other security violations will be handled in accordance with established standard operating procedures.
- k. Leave. Applications for leave will be administered in accordance with NSA-Washington Standard Operating Procedure and the NRL/FOF Collective Bargaining Agreement.
- 7. Assuming Duty. Immediately after roll call, and upon receiving pass down information from the off-going supervisor, the Shift supervisor will commence their supervisory duties.
- 8. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
- 9. Communications. The Shift Supervisor will have the following communications equipment:
 - a. Radio. Vehicle will be equipped with standard law enforcement mobile transceiver and may be further equipped with a cellular car phone. The Shift Supervisor will be issued a hand-held radio.
- 10. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
- 11. Equipment:

(b) (7)(E)



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POST ORDERS FOR
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Shift Supervisor, Lieutenant

(b) (7)(E)



12. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

13. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

14. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

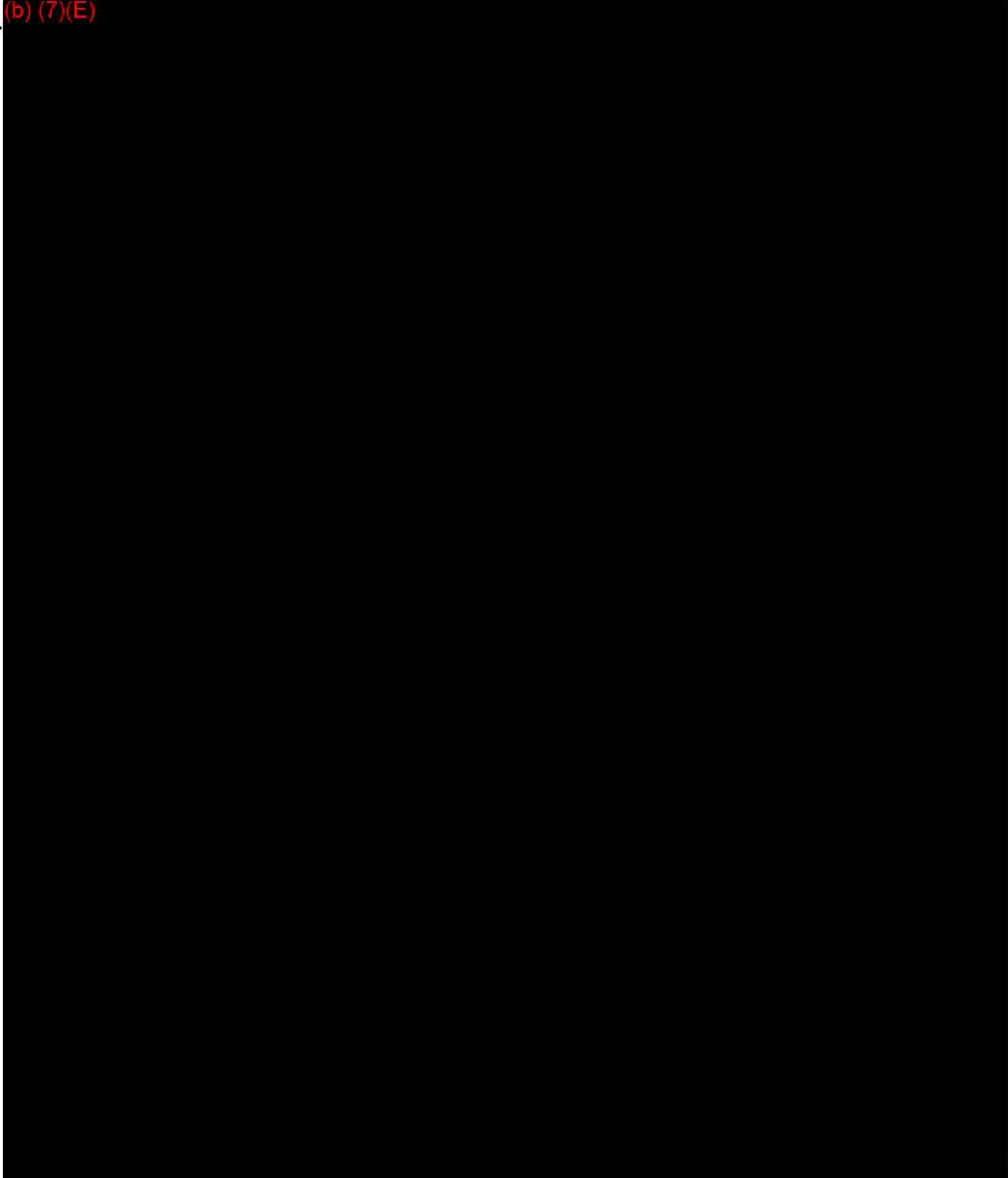
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POST ORDERS FOR
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Shift Supervisor, Lieutenant

15. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON
PROPERTIES

16. (b) (7)(E)



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POST ORDERS FOR
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Shift Supervisor, Lieutenant

(b) (7)(E)



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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Shift Supervisor, Lieutenant

(b) (7)(E)

17. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 DEC 2011

REVIEWED BY:

(b) (6)

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Lead Police Officer, Sergeant

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the Lead Police Officer. The Sergeant assigned to this post is responsible for ensuring all security requirements are met and all procedures are followed during their tour of duty.
3. Scope. The Lead Police Officer is responsible for direction, control and supervision of the police force personnel on an assigned shift. Lead Police Officers are responsible for ensuring physical security requirements and responsibilities of the police force are met to protect NSA-Washington property from sabotage, espionage, terrorist acts, thefts, pilferage, trespassing, and other disruption of a safety or security nature that may threaten the employees and visitors of NSA-Washington
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day. Off days are covered by the Lieutenant, Shift Supervisor, via Post Orders Shift Supervisor, Lieutenant.

5. (b) (7)(E)



6. Supervisory Duties and Responsibilities. In order to ensure physical security is maintained on NSA-Washington Property and the outlying field sites, the Sergeant is guided by Post Orders, Standard Operating Procedures, Instructions, Regulations and his/her own experience and initiative. These orders and procedures will be reviewed on a continuous basis to ensure applicability and usefulness. The shift supervisor will perform and supervise the following police functions:
 - a. Roll Call. Normally, the Sergeant will post the shift, however; the Lieutenant will fulfill this responsibility when the Sergeant is off duty or on leave. Roll Call will be conducted in a professional manner in accordance with NSA-Washington Standard Operating Procedures. Post/Special assignments and instructions will be made at this time. All pertinent equipment such as keys, radios, ticket books, and weapons will be issued. The shift supervisor (oncoming and off-going) will ensure all equipment is returned at the end of the shift.
 - b. Time and Attendance. Review time and attendance sheets, ensuring the sheets are completed accurately and that all absences have been documented. Ensure time for personnel performing duties is properly

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Lead Police Officer, Sergeant

recorded. The shift supervisor, Lieutenant, is primarily responsible to input all time and attendance data into the SLDCADA timekeeping system and to certify each officer's time card at the end of each pay period.

- c. Emergencies. Ensure patrol response to all emergencies or other serious incidents, such as fires, security alarms, vehicle accidents, injury calls, bomb threats, and other incidents and complaints, is immediate and professional. Preliminary investigative (fact finding) reports on such incidents will be conducted by the responding patrol. Information gathered must be documented on the appropriate forms, reviewed by the shift supervisor, and submitted for review and approval.
- d. Training. Training is conducted in two forms: (1) Roll Call training will be conducted by the shift supervisor or a training instructor. This training will cover short topics of interest (i.e., Out of Hours procedures, special instructions, etc.) (2) Quarterly training will be conducted by shift supervisors, training instructors, and guest instructors. This training will be recorded and submitted to the training office.
- e. Problem Solving. Receive, review, and attempt to resolve problems as they occur in accordance with the NDW/FOP Collective Bargaining Agreement. Problems that cannot be resolved at the supervisory level will be brought to the attention of the Precinct Commander, then the Chief of Police.
- f. Evaluations. The Sergeant will evaluate subordinate police officers performance on a continuous basis and will correct problems as they occur, when possible. The Sergeant will provide information to the Shift Supervisor that may be relevant to the officer's performance appraisal, however; the official performance appraisals and evaluations for job and promotional opportunities and award recommendations will be completed by the Lieutenant and forwarded through the Precinct Commander to the Chief of Police.
- g. Post Inspections. The gate houses and areas where police officers are assigned will be inspected for cleanliness, appropriate forms, reference materials, and equipment. Vehicles, radios, keys, and weapons found to be unserviceable will be scheduled for repair.
- h. Colors and Personal Flags. The lead police officer will be responsible to ensure the Colors are raised with dignity and respect each day at 0800 hrs and lowered each day at official sunset.

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Lead Police Officer, Sergeant

- i. Meetings. Assistance will be provided to other Divisions for meetings, such as reserved parking and Police protection for classified meetings. VIP passes and meeting lists will be provided to the officers at the gates along with any special instructions and/or information.
- j. Security Violations. Shift supervisors will ensure that all security violations are properly investigated and documented. Any classified material found adrift during out of hours will be documented on an Evidence/Property Custody Receipt (OPNAV FM 5527/22) and the material returned to the Evidence locker for safekeeping. The next workday the material will be transported to the NRL Command Investigator for review and disposition. Alarmed security areas, security container violations, and other security violations will be handled in accordance with established standard operating procedures.
- k. Leave. Applications for leave will be administered in accordance with NSA-Washington Standard Operating Procedure and the NRL/FOP Collective Bargaining Agreement.
7. Assuming Duty. Immediately after roll call, and upon receiving pass down information from the off-going supervisor, the lead police officer will commence their supervisory duties.
8. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
9. Communications. The Lead Police Officer will have the following communications equipment:
 - a. Radio. Vehicle will be equipped with standard law enforcement mobile transceiver and may be further equipped with a cellular car phone. The Lead Police Officer will be issued a hand-held radio.
10. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
11. Equipment:

(b) (7)(E)



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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Lead Police Officer, Sergeant

(b) (7)(E)



12. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

13. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

14. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

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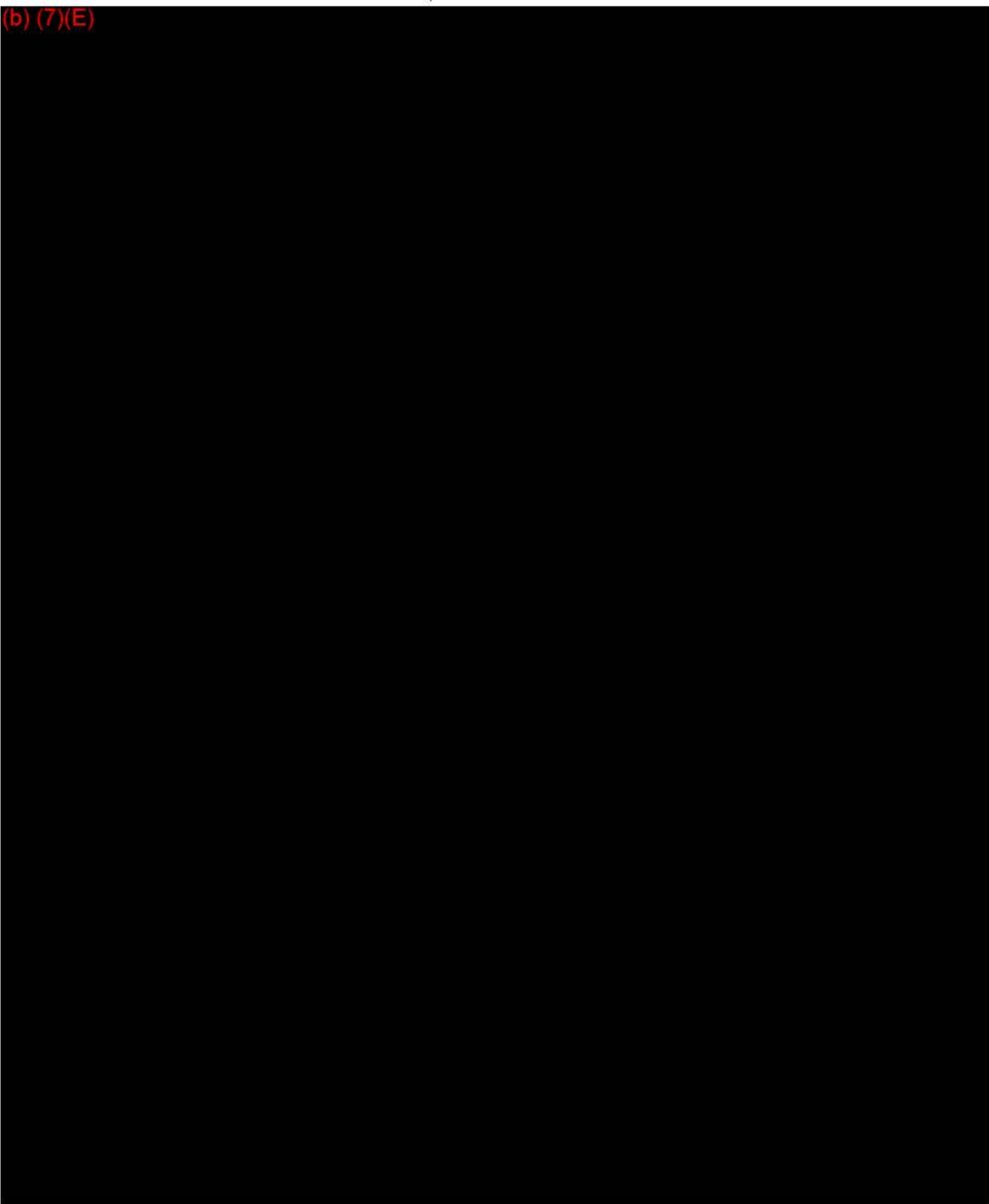
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Lead Police Officer, Sergeant

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

15. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

16. (b) (7)(E)



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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Lead Police Officer, Sergeant

(b) (7)(E)



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POST ORDERS FOR
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Lead Police Officer, Sergeant

(b) (7)(E)



17. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

(b) (6)



DATE:

16 Dec 2011

REVIEWED BY

(b) (6)



DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Mobile Patrol

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the Mobile Patrols, where assigned, throughout NSA-Washington. The Officers assigned to this post is responsible for ensuring all security requirements are met and all procedures are followed during their tour of duty.
3. Scope. The Mobile Patrol is responsible for providing basic law enforcement response services within a specified patrol area on an assigned shift. Officers are responsible for ensuring physical security requirements and responsibilities of the police force are met to protect NSA-Washington property from sabotage, espionage, terrorist acts, thefts, pilferage, trespassing and other disruption of a safety of security nature that may threaten the employees and visitors of NSA-Washington.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day.

(b) (7)(E)

6. Duties and Responsibilities. In order to ensure physical security is maintained on NSA-Washington Property and the outlying field sites, the Mobile Patrol is guided by Post Orders, Standard Operating Procedures, Instructions, Regulations and his/her own experience and initiative. These orders and procedures will be reviewed on a continuous basis to ensure applicability and usefulness. The mobile patrol will perform the following police functions:
 - a. Enforcing traffic/parking regulations.
 - b. Responding to security, duress and robbery alarms.
 - c. Providing basic law enforcement services.
 - d. Check buildings to ensure security.
 - e. Rotation with other established posts.
 - f. Raising/lowering of Colors and personnel flags of visiting Flag Officers and other dignitaries (Admirals, Generals, etc.).
 - g. Response/inspections of Southern Maryland NRL sites.

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NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Mobile Patrol

- h. Assist other posts as necessary.
 - i. Conduct escorts for monies, hazardous materials, etc.
 - j. Response to alarm activations.
7. All information gathered must be documented on the appropriate forms, reviewed by the shift supervisor, and submitted for review and approval.
8. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
9. Communications. The Lead Police Officer will have the following communications equipment:
- a. Radio. Vehicle will be equipped with standard law enforcement mobile transceiver and may be further equipped with a cellular car phone. The Lead Police Officer will be issued a hand-held radio.
10. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
11. Equipment:
- (b) (7)(E)
12. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
13. General Orders:
- a. To take charge of my post and all government property in view.

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Mobile Patrol

- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

14. Specific Orders:

a. THREATCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. THREATCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

15. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

16. (b) (7)(E)



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Mobile Patrol

(b) (7)(E)



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Mobile Patrol

(b) (7)(E)



17. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Mobile Patrol

SUBMITTED

(b) (6)

DATE:

16 DEC 2011

REVIEWED BY:

(b) (6)

DATE:

16 DEC 2011


INSTALLATION OPERATIONS OFFICER (N3I)

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October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
6th STREET ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Washington Navy Yard 6th Street Gate located at the corner of 6th and M Streets SE, Washington, DC of the Washington Navy Yard, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Washington Navy Yard personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONS, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day for ingress and egress.
5. (b)(7)(E)

6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard 6th Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF WASHINGTON NAVY YARD: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors (CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Washington Navy Yard during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Washington Navy Yard. It will be sufficient for the Officer to inquire as to the person and

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NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
6TH STREET ENTRY CONTROL POINT (ECP)

location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Washington Navy Yard, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Washington Navy Yard.

(b) (7)(E)



- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
- (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
- (2) Foreign nationals with a RAPIDGATE badge will be granted access.

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6TH STREET ENTRY CONTROL POINT (ECP)

- g. In addition to the above categories, access to NSF Washington Navy Yard will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Washington Navy Yard or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Frontier Security. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Washington Navy Yard. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
- (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
- (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Washington Navy Yard 6th Street Gate. Flag Officers will be

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6th STREET ENTRY CONTROL POINT (ECP)

saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Washington Navy Yard. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Washington Navy Yard. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Washington Navy Yard or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Washington Navy Yard 6th Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.

10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

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NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
6th STREET ENTRY CONTROL POINT (ECP)

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
 - a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Washington Navy Yard 6th Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:

(b) (7)(E)
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
 - a. To take charge of my post and all government property in view.
 - b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
 - c. To report all violations of orders I am instructed to enforce.
 - d. To quit my post only when properly relieved.

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NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
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- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. (b) (7)(E)



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(b) (7)(E)



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(b) (7)(E)



20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)



DATE:

16 Dec 2011

~~FOR OFFICIAL USE ONLY~~

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
6th STREET ENTRY CONTROL POINT (ECP)

REVIEWED BY: (b) (6) _____ DATE: 16 Dec 2011
INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
9th STREET ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Washington Navy Yard 9th Street Gate located at the corner of 9th and M Streets SE, Washington, DC of the Washington Navy Yard, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Washington Navy Yard personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week, from 0530 hrs to 1800 hrs for ingress and egress. This gate is normally closed on weekends and holidays. Additional operating hours may be imposed by the Security Director based on special functions.
5. Number of personnel required for this post. FPCON Alpha (Modified) : (2) NSF/ASF Personnel will man this post. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard 9th Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF WASHINGTON NAVY YARD: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors (CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Washington Navy Yard during core duty hours without processing through the Visitor Control Office.

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- b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Washington Navy Yard. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.
- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Washington Navy Yard, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Washington Navy Yard.
- 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.

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- (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Washington Navy Yard will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Washington Navy Yard or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Washington Navy Yard. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
- (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
- (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.

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- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Washington Navy Yard 9th Street Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Washington Navy Yard. The Officer will handle such visitors without any unnecessary delay.
- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Washington Navy Yard. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Washington Navy Yard or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).
- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Washington Navy Yard 9th Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
9th STREET ENTRY CONTROL POINT (ECP)

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Washington Navy Yard 9th Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun
and ammunition
(for one observer
team member) |
| - Handcuffs | - Poncho |
| - OC Spray | |
| - Expandable Baton | |
| - Protective Vest | |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.

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- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
- (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
- (5) Weapons will not be fired from a moving vehicle.
- (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.

c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

<u>With OC Spray</u>	<u>Without OC Spray</u>
- Physical Presence	- Physical Presence
- Verbal Commands	- Verbal Commands
- Control and Restraint	- Control and Restraint
- Handcuffing	- Handcuffing
- Expandable Baton	- Expandable Baton
- OC Spray	- Chemical Agents
- Firearms	- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY

(b) (6)

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
N STREET ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Washington Navy Yard N Street Gate located at the corner of N and 11th Streets SE, Washington, DC of the Washington Navy Yard, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Washington Navy Yard personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week from 0600 hrs to 0900 hrs for ingress and from 1400 hrs to 1800 hrs for egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard N Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF WASHINGTON NAVY YARD: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Washington Navy Yard during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Washington Navy Yard. It will be sufficient for the Officer to inquire as to the person and

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location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Washington Navy Yard, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Washington Navy Yard.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.

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- g. In addition to the above categories, access to NSF Washington Navy Yard will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Washington Navy Yard or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Washington Navy Yard. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
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- (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Washington Navy Yard N Street Gate. Flag Officers will be

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saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Washington Navy Yard. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Washington Navy Yard. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Washington Navy Yard or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Washington Navy Yard N Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

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4. Hours. This post is manned five (5) days a week from 0600 hrs to 0900 hrs for ingress and from 1400 hrs to 1800 hrs for egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard N Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF WASHINGTON NAVY YARD: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors (CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Washington Navy Yard during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Washington Navy Yard. It will be sufficient for the Officer to inquire as to the person and

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N STREET ENTRY CONTROL POINT (ECP)

location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Washington Navy Yard, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Washington Navy Yard.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
N STREET ENTRY CONTROL POINT (ECP)

- g. In addition to the above categories, access to NSF Washington Navy Yard will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Washington Navy Yard or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Washington Navy Yard. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
- (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
- (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Washington Navy Yard N Street Gate. Flag Officers will be

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
N STREET ENTRY CONTROL POINT (ECP)

saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Washington Navy Yard. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Washington Navy Yard. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Washington Navy Yard or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Washington Navy Yard N Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.

10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
N STREET ENTRY CONTROL POINT (ECP)

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Washington Navy Yard N Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---------------------|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun |
| - Handcuffs | and ammunition |
| - OC Spray | (for one observer |
| - Expandable Baton | team member) |
| - Protective Vest | - Poncho |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
N STREET ENTRY CONTROL POINT (ECP)

- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
 - f. To talk to no one except in the line of duty.
 - g. To give the alarm in case of fire or disorder.
 - h. To call the Watch Commander in any case not covered by these instructions.
 - i. To salute all officers and all Colors and standards not cased.
17. Specific Orders:
- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
 - b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.
18. Procedures for handling firearms:
- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES
19. Deadly Force/Use of Force:
- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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POST ORDERS FOR
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N STREET ENTRY CONTROL POINT (ECP)

- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 Dec 2011

FOR OFFICIAL USE ONLY

October 24, 2011

POST ORDERS FOR

NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.

N STREET ENTRY CONTROL POINT (ECP)

REVIEWED BY:

(b) (6)

DATE: 16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

FOR OFFICIAL USE ONLY

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
O Street ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Washington Navy Yard O Street Gate of the NSF Washington Navy Yard, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Washington Navy Yard personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week, from 0530 hrs to 1800 hrs for ingress and egress. This gate is normally closed on weekends and holidays. Additional operating hours may be imposed by the Security Director based on special functions.
5. Number of personnel required for this post. FPCON Alpha (Modified): 2 NSF/ASF Personnel will man this post. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard O Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF WASHINGTON NAVY YARD: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors (CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Washington Navy Yard during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Washington Navy Yard. It will

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
O Street ENTRY CONTROL POINT (ECP)

be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Washington Navy Yard, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Washington Navy Yard.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.

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- g. In addition to the above categories, access to NSF Washington Navy Yard will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Washington Navy Yard or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Washington Navy Yard. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
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- (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Washington Navy Yard O Street Gate. Flag Officers will be

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saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Washington Navy Yard. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Washington Navy Yard. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Washington Navy Yard or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Washington Navy Yard O Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
O Street ENTRY CONTROL POINT (ECP)

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Washington Navy Yard O Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---------------------|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun |
| - Handcuffs | and ammunition |
| - OC Spray | (for one observer |
| - Expandable Baton | team member) |
| - Protective Vest | - Poncho |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.

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POST ORDERS FOR
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- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
 - f. To talk to no one except in the line of duty.
 - g. To give the alarm in case of fire or disorder.
 - h. To call the Watch Commander in any case not covered by these instructions.
 - i. To salute all officers and all Colors and standards not cased.
17. Specific Orders:
- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
 - b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.
18. Procedures for handling firearms:
- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES
19. Deadly Force/Use of Force:
- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
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 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
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 - (5) Weapons will not be fired from a moving vehicle.
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- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

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- Verbal Commands
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- Handcuffing
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- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY:

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY:

(b) (6)

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)



DEPARTMENT OF THE NAVY
NAVAL RESEARCH LABORATORY
4555 OVERLOOK AVE SW
WASHINGTON DC 20375-5320

Canc frp: Nov 10

NRLNOTE 5510
Code 1220
8 June 2010

NRL NOTICE 5510

From: Commanding Officer

Subj: ENTRY REQUIREMENTS FOR NRL-DC

Ref: (a) NRLINST 5510.40E, NRL Security Manual

1. Purpose. To revise the requirements for access to NRL-DC by individuals other than those regularly assigned.

2. Cancellation. This notice cancels and supercedes NRLINST 5510.40E, Chapter 13, Sections 13-100.9.b., 13-100.9.c., and 13-100.9.d.

3. Policy. Effective immediately, military members not assigned to NRL-DC, whether in or out of uniform, shall obtain an NRL Visitor badge prior to being allowed entry. The same policy shall apply to employees of the Office of Naval Research (ONR). Credentialed Naval Criminal Investigative Service (NCIS) Special Agents, occupants of their vehicles, and individuals they may be escorting; and credentialed Naval Inspector General (NAVINSGEN) personnel and occupants of their vehicles shall have access to NRL-DC at all times.

4. Cancellation Contingency. This notice is canceled when incorporated into reference (a).

(b) (6)

A large black rectangular redaction box covers the content of the document below the (b) (6) marking.

Distribution:
Lists A and B

NRLINST 5510.40E CH-5
6 March 2008

CHAPTER 13

ACCESS AND VISITOR CONTROL

13-100 IDENTIFICATION BADGES AND BASE ACCESS

1. An appropriate badge must be displayed prominently by all persons at all times when on NRL-DC or any of its local field sites (except for military visitors in uniform as provided by paragraph 13-100.9 of this manual, for NRL-DC). The NRL badge indicates status (civilian employee, contractor, etc). It does not indicate security clearance or access level. Each foreign national shall be issued a unique badge with the words "FOREIGN NATIONAL" boldly printed on it. All NRL-DC badges and decals must be turned in to the Personnel Security Section (Code 1224) when no longer required.

2. All new permanent civilian employees, permanently assigned military members, and tenants (both civilian and military) shall be issued a picture badge upon employment, confirmation of required investigation and determination of eligibility for a sensitive position, and, if required, verification of U.S. citizenship. Civilian employee and military member badges shall be labeled "Employee," and tenant badges shall be labeled "Tenant." Prior to completion of investigations, civilian employees shall be issued "Pending" badges.

3. Contractors (including Post Docs, who receive contractor badges) and long-term visitors shall be issued the appropriate badges upon request and justification by the cognizant Division Head or tenant approval authority, by submitting a Temporary Identification Badge Request (HQ-NRL 5512/3) to Code 1224. If no binding agreement or sponsor relationship such as a contract or exchange agreement is in effect, Code 1224 should be contacted for assistance in preparing the required documentation. In all cases, a related job order number must be shown for NRL-sponsored long-term visitors.

4. Short-term or daily visitors must display the appropriate visitor badges issued in accordance with paragraph 13-101 of this manual.

5. Access during Out-of-Hours (OOH) periods (see paragraph 12-103 of this manual) shall be granted to civilian employees, military members, and tenants; but not to "Pending" civilian employees or to any foreign nationals. Contractors and "Other Government" personnel must have special approval for OOH access, which shall be shown on their badges. Requests for OOH authorization must be submitted to Code 1224 by means of a Temporary Identification Badge Request, with a justification memorandum attached (R

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stating the reason that OOH is necessary. OOH approval is contingent on a reasonable justification and a favorably completed investigation, or a security clearance if on a classified contract, or a favorably completed Facility Access Determination (FAD) processed by Code 1224 when no investigation already exists. Those not authorized OOH access must be escorted continuously during OOH periods by someone who does have OOH authorization. (NOTE: For purposes of this instruction, the term "foreign national" includes immigrant aliens who have been granted permanent resident status within the U.S. and who possess "Green Cards" authorizing them to work. Foreign nationals are not eligible for classified access.) (R

6. Transient badges can be obtained by submitting a Transient Badge Application (HQ-NRL 5512/20) to Code 1224 for approval. Transient badges enable holders to enter NRL to drop off or pick up personnel, but do not permit entry to any building or work space other than the NRL Credit Union. There is a limit of one transient badge per permanent badge-holder. Transient badges must be turned in to Code 1224 when no longer required, or turned in with the check-out envelope when the sponsor is no longer employed at NRL.

7. Civilian employees and contractors requiring a Department of Defense (DOD)/National Capital Region (NCR) building pass can obtain the necessary application from Code 1224. The completed application must be routed through the Division Head to Code 1224. Instructions for badging hours at the Office of Naval Research (ONR) will be given when approved applications are picked up from Code 1224.

8. Individuals who lose their badges must report to the Building 72 Visitor Center, and complete a Lost NRL ID Badge Explanation Card (HQ-NRL 5512/19) in order to be issued a 2-week temporary badge. If the lost badge is not found in 2 weeks, a permanent replacement badge will be issued. If more than two badges are lost within a 3-month period, the Division Head must forward a memorandum to Code 1224 approving issuance of a replacement badge.

9. Access to NRL-DC requires an NRL-DC badge, subject to OOH restrictions, as described above; and an NRL-DC decal as described in paragraph 14-101 of this manual. In addition, the following special provisions apply:

a. NRL-SSC and NRL-MRY personnel shall be admitted based on badges and decals issued by the host activities. NRL-SSC and NRL-MRY civilian employees automatically have OOH ac-

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cess; contractors do not, except when specifically authorized.

b. Military visitors in uniform will be admitted during the hours of 0600-1800, with military identification and a DOD vehicle decal, Government vehicle, or rental vehicle with rental agreement in their own name. Tenants and military assignees to NRL must have an NRL badge.

c. ONR employees will be admitted between 0600 and 1800 with a DOD Building Pass (DD Form 1466) identification badge marked NCR, BCT1 (Ballston Commons Tower 1) or NCR, BCT2 (Ballston Commons Tower 2); and a Government vehicle, private vehicle bearing DOD decal with an NRL strip, or rental vehicle with rental agreement in their own name.

d. Naval Criminal Investigative Service (NCIS) agents shall have access at all times based on their badges and credentials. Individuals accompanying them shall be admitted under their escort without identification.

(Also see Appendices A and B of this manual.)

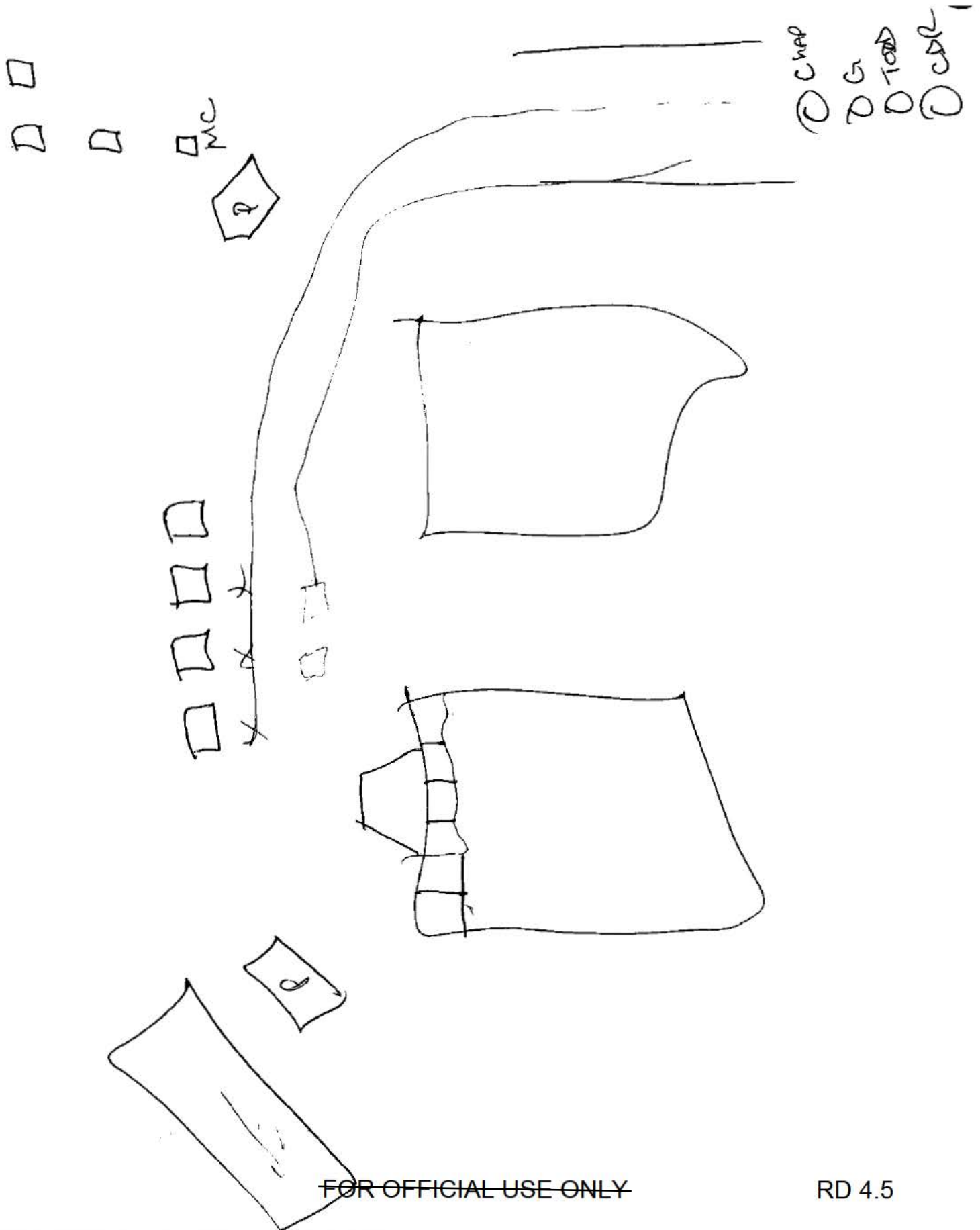
13-101 VISITS TO NRL-DC DURING DUTY HOURS

1. NRL is a Level One Restricted Area as defined in reference (c). The movement of all visitors is monitored. Official visitors shall be admitted only upon validation of the visit by a sponsor who is a permanent badge-holder. Unofficial/personal visits require Division Head approval (see paragraph 13-101.6 of this manual).

2. Escorts are required for foreign nationals during duty hours, except as approved by the Commanding Officer (Code 1000) or the Director of Research (Code 1001). Escorts must be permanently badged personnel or "Other Government" personnel with OOH authorization. A qualified escort must accompany the visitor at all times while on-board NRL. (During OOH periods, foreign nationals must always be escorted by an OOH-authorized individual.)

3. Visitors shall report to the Building 72 Visitor Center upon arrival. Each visitor is registered by Code 1224 personnel and provided with a Visitor Badge. The receptionist must contact the sponsor (a permanent badge-holder) to verify the visit, unless the visitor has a current security clearance on file in Code 1224.

4. With prior coordination, VIP visitors (as defined in (R



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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL RESEARCH LABORATORY WASHINGTON, D.C.
MAIN ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NRL Main Gate, located at the corner of Overlook Ave and Laboratory Rd SW, Washington, DC of the Naval Research Laboratory, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCON, to include: protection of life and property; perform Anti-Terrorism/Force Protection (AT/FP) duties: defend the post and render first aid services as required.
4. Hours. NRL Main Gate is manned twenty-four (24) hours a day, seven days per week. Officers are required to remain vigilant and alert during their entire tour of duty. Any officer who suspects they are getting tired or need a break are encouraged to request a relief from the Shift Supervisor.
5. Number of personnel required for this post. This post is manned by one (2) NSA-Washington Police Officers. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Action. The officer at NRL Main Gate ensures compliance with the following entry requirements:
 - a. All visitors must have a valid need (mission related) to enter NRL. It will be sufficient for the Officer to inquire as to the person and location to be visited, a short answer, if possible, as to the purpose of the visit and if the visitor is expected. This should take no more than 20 - 30 seconds and once the information is ascertained, the visitor is allowed access. All others not meeting the above criteria will be referred to the Visitor Control Office for normal visitor processing.
 - b. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. An exception is any personnel under the control/supervision of NCIS Special Agents.
 - c. In addition to the above categories, access to NRL will be afforded to employees of NRL based at other locations who may not be in possession of the current NRL Identification badge.
 - 1) Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM, etc;

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- 2) In possession of either an NRL badge or an activity badge from their location identifying them as NRL employees, and are:
 - 3) In a government vehicle, or:
 - 4) In a privately owned vehicle (POV) with a current DOD decal (if required), or:
 - 5) In a rental car (lease agreement in visitor's name).
- d. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD decal (if required) will be issued a one-day vehicle pass by the Visitor Control Office. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office to obtain one.
- e. Police Officers will be alert to ensure DOD decal (if required) and vehicle registration (denoted on license plate) have not expired.
- 1) Delivery Vehicle Passes will be issued to delivery vehicles from the Visitor Control Office. Only the driver and a helper are permitted access to the Laboratory for the purpose of delivery.
 - 2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location the inspection took place. Vehicle inspections will be further described in Standard Operating Procedure #9-08 Police Force Operations-Random Vehicle Inspections.
 - 3) Vehicle/Pedestrian access/exit functions will be performed during Out Of Hours (OOH) which commences at 2100 and continues until 0530 hrs on workdays and twenty-four (24) hours a day on weekends and holidays. Access/exit functions will be accomplished in the following manner:
 - a) At 2100 hrs the outbound side of the main gate (Vehicle Exit-Pedestrian Access/Exit), will be closed and secured; signs and traffic cones will be placed in accordance with established procedures. Traffic flow patterns will be directed in and out the normally inbound lanes. Pedestrian traffic will flow through the North pedestrian gate.
 - b) At 0530 hrs workdays the signs and cones will be removed and stored in the gate house. The outbound side of the main gate will be re-opened and will operate according to established procedures.
 - 4) Law Enforcement vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC), the Shift Supervisor, and

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NRL Personnel Security will be notified immediately if such an incident should occur.

- 5) Distinguished VIP or Flag Officers may be admitted through NRL Main Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that Post. The Officer will advise the Chief Staff Officer, via direct line, and the NSAWDC of the individual's name and destination on the Laboratory. The Officer will handle such visitors without any unnecessary delay.
 - 6) Chauffeurs of government vehicles delivering and picking up visitors will be issued a chauffeur's badge and logged in and out, according to established procedures.
 - 7) At roll call, Officers will be provided the names of special meetings and a special order outlining the manner in which the visitors will be handled.
- f. Rush Hour Traffic. Between 0600 hrs and 1000 hrs, both inbound lanes at the NRL Main Gate will be open and available for vehicular traffic to ingress the installation.
- 1) Officers that need a break will request a relief and will maintain their lane of operation until properly relieved.
- g. Out-of-Hours (OOH) Procedures. Officers will maintain an entrance/exit log, via scanner or log book, during the times indicated:
- 1) On normal work days, 2100 to 0530 hours.
 - 2) On weekends and holidays, all entry and exit of vehicles and pedestrians will be accounted for, twenty-four (24) hours a day.
- h. Property Controls. Property controls will be strictly adhered to in accordance with NRLINST 5510.40E, Chapter 13, Section 13-106. Government property and private property resembling government property (i.e. computers, lap-top computers, radios, etc.) may be taken from the Laboratory grounds upon presentation of a properly executed property pass (NDW-NRL Form 5512/1204, current revision), original and one copy which are retained by Division Personnel, the other copy is retained by the Equipment Control Custodian (ECC). Supply Department shipments may use a bill(s) of lading. Contractors will have the approval of the Contracting Office. Officers will be alert for the unauthorized removal of property and will notify the NSAWDC when an attempt to improperly remove property is made, or when personnel are uncooperative.

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- i. NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E. STEPPING OUT IN FRONT OF A MOVING VEHICLE).
- j. If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NRL or DOD decal number (if applicable), number of occupants and their descriptions. Circumstances of the incident will be noted and the NSA-Washington Dispatch Center and Shift Supervisor will be notified.
- k. Personnel carrying classified documents or packages from NRL must have a valid and current "Courier Authorization" Card in their possession (DD Form 2501, current revision). **CLASSIFIED DOCUMENTS OR PACKAGES WILL NOT BE OPENED FOR INSPECTION.**
- l. Traffic Vests. Officers will be required to wear ANSI approved traffic safety vests while conducting traffic control operations.
- m. Explosive Shipments. Upon arrival of a pre-planned shipment of explosives, the NRL Safety Office and the Shift Supervisor will be notified, the shipment will be escorted by NSF Personnel along the designated explosive shipment route, to the delivery location.
 - 1) **PRIOR TO ENTRY, THE VEHICLE CARRYING THE EXPLOSIVES WILL BE INSPECTED AND COMPARED TO THE BILL OF LADING TO ENSURE THAT THE VEHICLE IS CARRYING ONLY WHAT IS AUTHORIZED BY THE BILL OF LADING.**
- n. Crane (or other large vehicle) entry. Officers at the gate will ensure that any crane or other large vehicle has the required appropriate documentation (i.e., Certificate of Compliance) and that the vehicle has a mission related need to be aboard NRL, or the vehicles entry will be denied.
- 6. Police conduct. Police Officers must be courteous, polite, patient, helpful, and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
- 7. Government vehicles from NRL will have a valid trip ticket when departing the Laboratory. The trip ticket will be time stamped when departing or entering the Laboratory. Trip tickets for vehicles departing NRL will be stamped "Off Station Use" by the Transportation Office. All personnel entering or exiting NRL, with the exception of the Commanding Officer (NRL), Director of Research and Chief Staff Officer, are required to sign in/out.

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8. Shift Supervisors are responsible for the inspection of this post. The on-duty Police Officer will be responsible for the cleanliness of the gatehouse.
- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are properly relieved from the post without cleaning it up.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (SUCH AS LAP-TOP COMPUTERS, DVD PLAYERS) AND ALL PERSONAL READING MATERIALS ARE STRICTLY PROHIBITED. THIS RULE WILL BE STRICTLY ENFORCED.**
9. Post Rotation. NRL Main Gate rotates with other established Posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
11. Uniform. The uniform will be that prescribed by Chapter 37 of the NSA-Washington Standard Operating Procedure.
12. Equipment:
- | | |
|------------------------|--------------------------------|
| Normal Situations: | Special Situations: |
| Pistol Belt w/Keepers | Flak Jacket |
| Portable Radio | Combat Helmet |
| 9 mm pistol/ammunition | Gas Mask |
| Flashlight/holder | Canteen and Cup |
| First Aid Kit | 12 gauge shotgun |
| Handcuffs | and ammunition |
| OC Spray | (for one observer team member) |
| Expandable Baton | Poncho |
| Protective Vest | |
13. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
14. General Orders.

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- a. To take charge of my post and all government property in view.
 - b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
 - c. To report all violations of orders I am instructed to enforce.
 - d. To quit my post only when properly relieved.
 - e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
 - f. To talk to no one except in the line of duty.
 - g. To give the alarm in case of fire or disorder.
 - h. To call the Watch Commander in any case not covered by these instructions.
 - i. To salute all officers and all Colors and standards not cased.
15. Specific Orders.
- a. Reference OPNAV Instruction 5530.
16. Procedures for Handling Firearms.
- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES
17. Deadly Force:
- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - 1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
 - 2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically

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designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

- 3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - 4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - 5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 17a(1) through (4) of this post order.
 - 6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- 1) Warning shots are prohibited.
 - 2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - 3) Shots shall be fired only with due regard for the safety of innocent bystanders.

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- 4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
- 5) Weapons will not be fired from a moving vehicle.
- 6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
 - a) Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC spray, expandable baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

<u>With OC Spray</u>	<u>Without OC Spray</u>
Physical Presence	Physical Presence
Verbal Commands	Verbal Commands
Control and Restraint	Control and Restraint
Handcuffing	Handcuffing
Expandable Baton	Expandable Baton
OC Spray	Chemical Agents
Firearms	Firearms

18. These Post Orders provide guidelines and establish parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY:

(b) (6)

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #210, NRL

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the fixed post, which is located at the reception desk area of Building #210, NRL
3. Scope. These Post Orders are applicable to all NSA-Washington Police Officers assigned to duty at the Main Lobby of Building #210 to provide security for the Tactical Electronic Warfare Division (TEWD). The methods and procedures for applying sound security measures by control of personnel and property are designed to provide the building with maximum security.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day, with the exception of normal working weekdays between 0700 hrs and 1500 hrs.
5. Number of personnel required for this post. FPCON Alpha (Modified): 1 NSF/ASF Personnel will man this post. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Communications. The Officer assigned to Building #210 will have the following communications equipment:
 - a. The Officer will have access to a telephone for conducting official business. The use of telephones for personal or unofficial business by Police Officers is strictly prohibited. All long distance calls will be logged.
 - b. The Officer will have a portable hand-held radio which will be used to monitor communications from the NSA-Washington Dispatch Center (NSAWDC) and to contact the NSAWDC in the event of an incident or emergency situation.
7. Assuming Duty. Immediately after roll call, Officers will proceed directly to Building #210 and assume their duties. They will obtain all pertinent information from the individual they relieve and review previous entries in the daily log.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
8. Physical Security Measures. Specific instructions are maintained at the Reception Desk of Building #210.

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9. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
10. Related Information. The Officer assigned to Building #210 provides a service to the TEWD Command. The physical security for the post must be compatible with the everyday activities of the personnel assigned to that Division. Security controls shall not create an undue hardship for authorized personnel. Special instructions will be passed on to the officers assigned to Building #210 by the Shift Supervisor. Any special requests from TEWD personnel will be passed to the Shift Supervisor for approval. Special instructions will be passed on to the next relief. When circumstances arise which may change set procedures, the officer must advise the Shift Supervisor. Officers will use good judgment in the performance of their duties.
11. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.

12. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

13. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

14. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.

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Fixed Post at Building #210, NRL

- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

15. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

16. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

17. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security

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personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 17a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of

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- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

18. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

FOR OFFICIAL USE ONLY

October 24, 2011

POST ORDERS FOR

NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE

Fixed Post at Building #259, NRL

SUBMITTED (b) (6) DATE: 16 DEC 2011

REVIEWED BY (b) (6) DATE: 16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

FOR OFFICIAL USE ONLY

RD 4.5

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #259, NRL

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the fixed post, which is located at the reception desk area of Building #259, NRL
3. Scope. These Post Orders are applicable to all NSA-Washington Police Officers assigned to duty at the Main Lobby of Building #259 to provide security for the Space and Naval Warfare Systems Command (SPAWAR). The methods and procedures for applying sound security measures by control of personnel and property are designed to provide the building with maximum security.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day.
5. Number of personnel required for this post. FPCON Alpha (Modified): 1 NSF/ASF Personnel will man this post. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Communications. The Officer assigned to Building #259 will have the following communications equipment:
 - a. The Officer will have access to a telephone for conducting official business. The use of telephones for personal or unofficial business by Police Officers is strictly prohibited. All long distance calls will be logged.
 - b. The Officer will have a portable hand-held radio which will be used to monitor communications from the NSA-Washington Dispatch Center (NSAWDC) and to contact the NSAWDC in the event of an incident or emergency situation.
7. Assuming Duty. Immediately after roll call, Officers will proceed directly to Building #259 and assume their duties. They will obtain all pertinent information from the individual they relieve and review previous entries in the daily log.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
8. Physical Security Measures. Specific instructions are maintained at the Reception Desk of Building #259.
9. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
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course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

10. Related Information. The Officer assigned to Building #259 provides a service to the SPAWAR Command. The physical security for the post must be compatible with the everyday activities of the personnel assigned to that Division. Security controls shall not create an undue hardship for authorized personnel. Special instructions will be passed on to the officers assigned to Building #259 by the Shift Supervisor. Any special requests from SPAWAR personnel will be passed to the Shift Supervisor for approval. Special instructions will be passed on to the next relief. When circumstances arise which may change set procedures, the officer must advise the Shift Supervisor. Officers will use good judgment in the performance of their duties.

11. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.

12. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

13. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

14. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #259, NRL

- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

15. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

16. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

17. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
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- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 17a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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Fixed Post at Building #259, NRL

- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

18. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

FOR OFFICIAL USE ONLY

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #259, NRL

SUBMITTED (b) (6) DATE: 16 DEC 2011

REVIEWED BY (b) (6) DATE: 16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

FOR OFFICIAL USE ONLY

RD 4.5

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #260, NRL

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for the fixed post, which is located at the reception desk area of Building #260, NRL
3. Scope. These Post Orders are applicable to all NSA-Washington Police Officers assigned to duty at the Main Lobby of Building #260 to provide security for the Space and Naval Warfare Systems Command (SPAWAR). The methods and procedures for applying sound security measures by control of personnel and property are designed to provide the building with maximum security.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day.
5. Number of personnel required for this post. FPCON Alpha (Modified): 1 NSF/ASF Personnel will man this post. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Communications. The Officer assigned to Building #260 will have the following communications equipment:
 - a. The Officer will have access to a telephone for conducting official business. The use of telephones for personal or unofficial business by Police Officers is strictly prohibited. All long distance calls will be logged.
 - b. The Officer will have a portable hand-held radio which will be used to monitor communications from the NSA-Washington Dispatch Center (NSAWDC) and to contact the NSAWDC in the event of an incident or emergency situation.
7. Assuming Duty. Immediately after roll call, Officers will proceed directly to Building #260 and assume their duties. They will obtain all pertinent information from the individual they relieve and review previous entries in the daily log.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
8. Physical Security Measures. Specific instructions are maintained at the Reception Desk of Building #260.
9. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the

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Fixed Post at Building #260, NRL

course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

10. Related Information. The Officer assigned to Building #260 provides a service to the SPAWAR Command. The physical security for the post must be compatible with the everyday activities of the personnel assigned to that Division. Security controls shall not create an undue hardship for authorized personnel. Special instructions will be passed on to the officers assigned to Building #260 by the Shift Supervisor. Any special requests from SPAWAR personnel will be passed to the Shift Supervisor for approval. Special instructions will be passed on to the next relief. When circumstances arise which may change set procedures, the officer must advise the Shift Supervisor. Officers will use good judgment in the performance of their duties.

11. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.

12. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

13. Requirements/Qualifications. Any personnel working this post must be qualified for NSF or ASF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

14. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #260, NRL

- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

15. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

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17. Deadly Force/Use of Force:

a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 17a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #260, NRL

- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

18. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

~~FOR OFFICIAL USE ONLY~~

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT ACTIVITY WASHINGTON DC SECURITY DIRECTORATE
Fixed Post at Building #260, NRL

SUBMITTED (b) (6) TE: 16 Dec 2011

REVIEWED BY: (b) (6) DATE: 16 Dec 2011
INSTALLATION OPERATIONS OFFICER (N3I)

~~FOR OFFICIAL USE ONLY~~

RD 4.5

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Carderock Parkway Gate of the NSF Carderock, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Carderock personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, from 0400 hrs until 2400 hrs for ingress and egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard Gillis Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF CARDEROCK: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Carderock during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Carderock. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Carderock, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Carderock.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Carderock will be afforded to:

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Carderock or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Carderock. Delivery vehicles will be directed to shipping and receiving. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Carderock Parkway Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

name and destination on the NSF Carderock. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Carderock. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Carderock or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Carderock Parkway Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.

10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.

- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.

12. Post Rotation. The NSF Carderock Parkway Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

16. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Parkway ENTRY CONTROL POINT (ECP)

- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.

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(6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.

c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY

(b) (6)

DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Carderock Back ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Carderock Back Gate of the NSF Carderock inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Carderock personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week, from 0600 hrs until 1500 hrs for ingress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard Gillis Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF CARDEROCK: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Carderock during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Carderock. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Carderock, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Carderock.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Carderock will be afforded to:

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- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Carderock or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Carderock. Delivery vehicles will be directed to shipping and receiving. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Carderock Back Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's

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name and destination on the NSF Carderock. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Carderock. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Carderock or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).
- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Carderock Back Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
 - a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the

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responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.

12. Post Rotation. The NSF Carderock Back Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

16. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.

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- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
 - (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.

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(6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.

- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

DATE:

16 Dec 2011

REVIEWED BY:

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Naval Observatory Gillis Gate located at the corner of Wisconsin Ave and Observatory Circle NW, Washington, DC of the Naval Observatory, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Naval Observatory personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day for ingress and egress.
5. Number of personnel required for this post. This post is manned by the Uniformed Division of the Secret Service.
 - a. NSA-Washington Police Officers may augment the UDSS upon request or at the direction of the Commanding Officer, Deputy Commander, Security Director, or Chief of Police for specific events.
 - b. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Washington Navy Yard Gillis Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF NAVAL OBSERVATORY: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to

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Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

NSF Naval Observatory during core duty hours without processing through the Visitor Control Office.

- b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Naval Observatory. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.
- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Naval Observatory, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Naval Observatory.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.

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- (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Naval Observatory will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Naval Observatory or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
- (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Naval Observatory. Delivery vehicles will be directed to shipping and receiving. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the

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Shift Supervisor will be notified immediately if such an incident should occur.

- (4) Distinguished VIP or Flag Officers may be admitted through the NSF Naval Observatory Gillis Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's name and destination on the NSF Naval Observatory. The Officer will handle such visitors without any unnecessary delay.
 - a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Naval Observatory. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
 - (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Naval Observatory or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
 - (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).
 - (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
 - (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Naval Observatory Gillis Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer

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displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
 - a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Naval Observatory Gillis Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
 - a. To take charge of my post and all government property in view.
 - b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
 - c. To report all violations of orders I am instructed to enforce.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

- d. To quit my post only when properly relieved.
 - e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
 - f. To talk to no one except in the line of duty.
 - g. To give the alarm in case of fire or disorder.
 - h. To call the Watch Commander in any case not covered by these instructions.
 - i. To salute all officers and all Colors and standards not cased.
17. Specific Orders:
- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
 - b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.
18. Procedures for handling firearms:
- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES
19. Deadly Force/Use of Force:
- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.
Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

<u>With OC Spray</u>	<u>Without OC Spray</u>
- Physical Presence	- Physical Presence
- Verbal Commands	- Verbal Commands
- Control and Restraint	- Control and Restraint
- Handcuffing	- Handcuffing
- Expandable Baton	- Expandable Baton
- OC Spray	- Chemical Agents
- Firearms	- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 Dec 2011

~~FOR OFFICIAL USE ONLY~~

October 24, 2011

POST ORDERS FOR

NAVAL SUPPORT FACILITY WASHINGTON NAVY YARD WASHINGTON, D.C.

Naval Observatory Gillis ENTRY CONTROL POINT (ECP)

REVIEWED BY: (b) (6) DATE: 16 DEC 2011
INSTALLATION OPERATIONS OFFICER (N3I)

~~FOR OFFICIAL USE ONLY~~

RD 4.5

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Naval Observatory South Gate of the NSF Naval Observatory, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Naval Observatory personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day for ingress and egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Naval Observatory South Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF NAVAL OBSERVATORY: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors (CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Naval Observatory during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Naval Observatory. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Naval Observatory, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Naval Observatory.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Naval Observatory will be afforded to:

POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Naval Observatory or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Naval Observatory. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Naval Observatory South Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

individual's name and destination on the NSF Naval Observatory. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Naval Observatory. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.

- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Naval Observatory or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.

- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).

- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order

- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Naval Observatory South Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.

10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Naval Observatory South Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun
and ammunition
(for one observer
team member) |
| - Handcuffs | - Poncho |
| - OC Spray | |
| - Expandable Baton | |
| - Protective Vest | |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
 - (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY NAVAL OBSERVATORY WASHINGTON, D.C.
SOUTH ENTRY CONTROL POINT (ECP)

- (5) Weapons will not be fired from a moving vehicle.
- (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY

(b) (6)

DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N31)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Arlington Main Gate of the NSF Arlington, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Arlington personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day for ingress and egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Arlington Main Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF ARLINGTON: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Arlington during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Arlington. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
ENTRY CONTROL POINT (ECP)

expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Arlington, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Arlington.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Arlington will be afforded to:

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POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
ENTRY CONTROL POINT (ECP)

- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Arlington or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Frontier Security. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Arlington. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Arlington Main Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the individual's

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POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
ENTRY CONTROL POINT (ECP)

name and destination on the NSF Arlington. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Arlington. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Arlington or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
- (6) **NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).**
- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Arlington Main Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
 - a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the

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POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
ENTRY CONTROL POINT (ECP)

responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.

12. Post Rotation. The NSF Arlington Main Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.

13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.

14. Equipment:

Normal Situations:

- Pistol Belt w/Keepers
- Portable Radio
- 9 mm pistol/ammunition
- Flashlight/holder
- First Aid Kit
- Handcuffs
- OC Spray
- Expandable Baton
- Protective Vest

Special Situations:

- Flak Jacket
- Combat Helmet
- Gas Mask
- Canteen and Cup
- 12 gauge shotgun
and ammunition
(for one observer
team member)
- Poncho

15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).

16. General Orders:

- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.

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ENTRY CONTROL POINT (ECP)

- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.

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(6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.

- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY

(b) (6)

DATE:

16 DEC 2011

INSTALLATION OPERATIONS OFFICER (N3I)

November 18, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
TEMPORARY TURNSTILE ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Arlington Turnstile Gate of the NSF Arlington, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Arlington personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONS, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week, from 0530 hrs until 1800 hrs for ingress and egress of pedestrian traffic.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to secure the turnstile and notify the dispatcher and supervisor as soon as is practicable.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Arlington Turnstile Gate ensure compliance with the following entry requirements:
 - a. Personnel Controls. Core duty hour's access to NSF ARLINGTON: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Arlington during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Arlington. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all pedestrian traffic as soon as possible. Stop all personnel from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- d. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
- (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
- (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- e. In addition to the above categories, access to NSF Arlington will be afforded to:
- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
 - In possession of a Common Access Card (CAC)

8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Arlington Turnstile Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.

****SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**

9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.

10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
TEMPORARY TURNSTILE ENTRY CONTROL POINT (ECP)

11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.
- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Arlington Turnstile Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---------------------|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun |
| - Handcuffs | and ammunition |
| - OC Spray | (for one observer |
| - Expandable Baton | team member) |
| - Protective Vest | - Poncho |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders .I am instructed to enforce.
- d. To quit my post only when properly relieved.

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- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.
- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

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TEMPORARY TURNSTILE ENTRY CONTROL POINT (ECP)

- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.
 - (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

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TEMPORARY TURNSTILE ENTRY CONTROL POINT (ECP)

- (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.
 - (5) Weapons will not be fired from a moving vehicle.
 - (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTER

(b) (6)

DATE:

Dec 16, 2011

~~FOR OFFICIAL USE ONLY~~

November 18, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY ARLINGTON ARLINGTON, VA.
TEMPORARY TURNSTILE ENTRY CONTROL POINT (ECP)

REVIEWED BY:

(b) (6)

DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N3I)

~~FOR OFFICIAL USE ONLY~~

RD 4.5

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Potomac Annex E Street Gate of the NSF Potomac Annex, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Potomac Annex personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned seven (7) days a week, twenty-four (24) hours a day for ingress and egress.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect, or the ECP is dangerous to occupy because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Potomac Annex E Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF POTOMAC ANNEX: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Potomac Annex during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Potomac Annex. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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E STREET ENTRY CONTROL POINT (ECP)

expecting you. (This measure will be used like a RAM and used in higher FPCONS) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Potomac Annex, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Potomac Annex.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Potomac Annex will be afforded to:

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POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Potomac Annex or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Non-Guard Services. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Potomac Annex. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Potomac Annex E Street Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the

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POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

individual's name and destination on the NSF Potomac Annex. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Potomac Annex. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Potomac Annex or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).
- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Immediately after roll call, Officers will proceed directly to NSF Potomac Annex E Street Gate and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Potomac Annex E Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---------------------|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun |
| - Handcuffs | and ammunition |
| - OC Spray | (for one observer |
| - Expandable Baton | team member) |
| - Protective Vest | - Poncho |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.

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POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

a. FPCON Bravo (authorized for Alpha):

- (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
- (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.

b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
- (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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NAVAL SUPPORT FACILITY POTOMAC ANNEX WASHINGTON, D.C.
E STREET ENTRY CONTROL POINT (ECP)

- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.

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- (5) Weapons will not be fired from a moving vehicle.
- (6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.
- c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

<u>With OC Spray</u>	<u>Without OC Spray</u>
- Physical Presence	- Physical Presence
- Verbal Commands	- Verbal Commands
- Control and Restraint	- Control and Restraint
- Handcuffing	- Handcuffing
- Expandable Baton	- Expandable Baton
- OC Spray	- Chemical Agents
- Firearms	- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED BY

(b) (6)

DATE:

16 Dec 2011

REVIEWED BY

(b) (6)

DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N3I)

October 24, 2011

POST ORDERS FOR
NAVAL SUPPORT FACILITY POTOMAC ANNEX C STREET WASHINGTON, D.C.
C STREET ENTRY CONTROL POINT (ECP)

1. Cancellation. This Post Order supersedes any and all previous editions.
2. Purpose. These Post Orders provide specific instructions for NSF Potomac Annex C Street Gate of the NSF Potomac Annex, inbound traffic lanes. The officers assigned to this post are responsible for ensuring all security requirements and procedures are followed regarding authorized access of personnel and property.
3. Background. The NSF Potomac Annex personnel assigned as ECP sentries are responsible for maintaining security measures during heightened levels of FPCONs, to include; protection of life and property; perform Anti-Terrorism(AT) duties; defend the post and render first aid services as required.
4. Hours. This post is manned five (5) days a week, from 1500 hrs to 1800 hrs for egress traffic only.
5. Number of personnel required for this post. This post is manned by one (1) NSA-Washington Police Officer. Manning may be increased based upon increased FPCON, available intelligence, or Threat Working Group recommendations.
6. Post Limitations: The Police Officer at the ECP is limited to only 15 feet away from the Gate House at any given time, unless conducting official duties. Example: Emergency action is required by the Officer to save life, protect property, stop a possible suspect or the ECP is dangerous to stay at because of some sort of life threatening emergency (i.e., fire). If the Officer is forced to leave the Gate House for any reason all attempts will be made to deploy the Vehicle Barrier System and to notify dispatch/supervisor as soon as possible.
7. Action. First and foremost, facial recognition will no longer be an accepted method of allowing access to any NSA-Washington facility. The officers assigned to the Potomac Annex C Street Gate ensure compliance with the following entry requirements:
 - a. Personnel and Vehicle Controls. Core duty hour's access to NSF POTOMAC ANNEX: 0600 - 1800 hrs, Monday through Friday except weekends and holidays. ONLY authorized personnel/visitors(CAC Card Holders) or contractors (RAPIDGATE Card Holders) can gain access to NSF Potomac Annex during core duty hours without processing through the Visitor Control Office.
 - b. All authorized visitors in the above categories must have a valid need (mission related) to enter NSF Potomac Annex. It will be sufficient for the Officer to inquire as to the person and location to be visited, as to the purpose of the visit and if the visitor is

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expecting you. (This measure will be used like a RAM and used in higher FPCONs) All others not meeting the above criteria (paragraph a.) will be referred to the Visitor Control Office for normal visitor processing. All contractors with a RAPIDGATE Card will be subject to providing their fingerprint as both a RAM measure and higher FPCON requirement.

- c. All personnel in a vehicle must meet the aforementioned criteria. Any person not meeting the criteria will be required to process in at the Visitor Control Office. A valid CAC Holder can sponsor personnel onto NSF Potomac Annex, but they must go through the Visitor Control Center first to obtain a one-day pass. An exception is any personnel under the control/supervision of NCIS Special Agents.
- d. More than One Alarm at the same time: If there is more than one alarm taking place at the same time, the ECP officer will stop all traffic and deploy the vehicle barrier system as soon as possible. Stop all personnel and vehicles from entering or leaving the facility until cleared by the on-duty supervisor. If additional back up forces are required, have dispatch start that process. The ECP Officer must pay attention to all Radio transmission to listen for multi alarms in the area.
- e. Additional Back-up responding: If additional forces are required, ECP Officer must be ready to lower the vehicle barriers and re-deploy as soon as emergency forces have entered NSF Potomac Annex.
 - 1. If there are any signs of a possible breach or actual security incident deploy the vehicle barrier system described in the above paragraph. Notify the supervisor/dispatcher so that a request can be put out for additional Police Forces both military and civilian.
- f. Foreign Nationals Access: Per OPNAVINST 5530.14E Navy Physical Security Manual, all foreign nationals visiting a naval facility must be escorted by a navy employee at all times. This is to include embassy personnel.
 - (1) Foreign nationals possessing a valid green card and/or passport with valid work visa, AND are on a visit request, will be granted access.
 - (2) Foreign nationals with a RAPIDGATE badge will be granted access.
- g. In addition to the above categories, access to NSF Potomac Annex will be afforded to:

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- Credentialed Investigators from Navy, DOD, DIS, DIA, Air Force, OPM etc;
- In possession of a Common Access Card (CAC) and are:
 - In a government vehicle, or:
 - In a privately owned vehicle (POV) with a current DOD sticker (from NSF Potomac Annex or other installation, or:
 - In a rental car (lease agreement in visitor's name).
- h. Personnel who otherwise meet the identification criteria noted in the above paragraphs but who are in a POV that does not have a DOD sticker will be issued a one-day vehicle pass by the Visitor Control Office, operated by Frontier Guard. Those desiring a long-term vehicle pass will be directed to the Visitor Control Office at the Washington Naval Yard to obtain one. The length of a long term pass is generally based on a specific contract time length.
- i. Police Officers will be alert to ensure DOD stickers have not expired.
 - (1) Deliveries: All commercial vehicles and deliveries will be inspected prior to entering the NSF Potomac Annex. Delivery vehicles will be directed to shipping and receiving, currently the mailroom. Shipping and receiving hours are from 0800 hrs to 1200 hrs and 1300 hrs to 1500 hrs, Monday through Friday, except holidays. ALL deliveries will go to the shipping and receiving office, no personal deliveries will be accepted unless otherwise directed by a supervisor.
 - (2) Vehicle inspections will be conducted randomly as directed by the NSA-Washington Security Officer or higher authority. All inspections will be logged in the Vehicle Inspection Log by type of inspection; time/date and location inspection took place. Vehicle inspections will be further described in Chapter 25; NSA-Washington SOP entitled Administrative Vehicle Inspections.
 - (3) Law Enforcement Vehicles in emergency mode will be granted access. The NSA-Washington Dispatch Center (NSAWDC) and the Shift Supervisor will be notified immediately if such an incident should occur.
 - (4) Distinguished VIP or Flag Officers may be admitted through the NSF Potomac Annex C Street Gate. Flag Officers will be saluted upon entrance and departure by all Police personnel on duty at that post. The Officer will advise the NSAWDC of the

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individual's name and destination on the NSF Potomac Annex. The Officer will handle such visitors without any unnecessary delay.

- a. All units/sections/personnel are highly encouraged to inform the ECP of any DISTINGUISHED personnel coming to the NSF Potomac Annex. Equally; it is highly recommend that such section have a representative at the ECP to welcome the guest, provide guidance and avoid any delays into the facility.
- (5) If a vehicle, upon your indication to stop, does not comply, attempt to get an accurate vehicle description, license plate number and state, NSF Potomac Annex or other DOD decal number, number of occupants and their descriptions. Circumstances of the incident will be noted and the NSAWDC and Shift Supervisor will be notified.
- (6) NO UNUSUAL ATTEMPT WILL BE MADE TO STOP A VEHICLE (I.E., STEPPING OUT IN FRONT OF A MOVING VEHICLE).
- (7) Barriers will only be operated as per the instructions given in the Final Denial Barrier SOP or as outlined in this Post Order
- (8) Traffic Vests. Officers will wear an approved ANSI Traffic Safety Vest while conducting traffic control operations.
8. Assuming Duty. Officers will ensure the NSF Potomac Annex C Street Gate is open and operational at the designated hour and assume their duties. They will obtain all pertinent information from the individuals they relieve.
- **SMOKING ON POST IS STRICTLY PROHIBITED AND ENFORCED. ALL PERSONAL ELECTRONIC DEVICES (I.E. LAP-TOP COMPUTERS, DVD PLAYERS, ETC.) AND ALL PERSONAL READING MATERIAL ARE STRICTLY PROHIBITED AND ENFORCED.**
9. Physical Security Measures. Specific instructions will be passed along either during roll call or during pass down upon relief of post.
10. Police Conduct. Police Officers must be courteous, polite, patient, helpful and considerate of those they come in contact with during the course of a tour of duty. The attitude and tact a Police Officer displays will reflect his/her professionalism and will normally result in the overall cooperation and understanding of those we serve.
11. Related Information. Shift Supervisors are responsible for the inspection of this post. Police officers on duty at this post will be responsible for the cleanliness of the gate.

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- a. If requested by oncoming personnel, off-going personnel will remove any and all trash from the post. Oncoming personnel assume the responsibility for any trash left by the previous shift, if they are allowed to leave without cleaning it up.
12. Post Rotation. The NSF Potomac Annex C Street Gate rotates with other established posts during the course of a tour of duty. Post rotations and times differ from shift to shift, at the discretion of the Shift Supervisor.
13. Uniform. The uniform will be that prescribed by Chapter 41 of the NSA-Washington Standard Operating Procedure.
14. Equipment:
- | Normal Situations: | Special Situations: |
|--------------------------|---------------------|
| - Pistol Belt w/Keepers | - Flak Jacket |
| - Portable Radio | - Combat Helmet |
| - 9 mm pistol/ammunition | - Gas Mask |
| - Flashlight/holder | - Canteen and Cup |
| - First Aid Kit | - 12 gauge shotgun |
| - Handcuffs | and ammunition |
| - OC Spray | (for one observer |
| - Expandable Baton | team member) |
| - Protective Vest | - Poncho |
15. Requirements/Qualifications. Any personnel working this post must be qualified for NSF and have a full working knowledge of all pertinent instructions, regulations, directives, orders and Standard Operating Procedures (SOPs).
16. General Orders:
- a. To take charge of my post and all government property in view.
- b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- c. To report all violations of orders I am instructed to enforce.
- d. To quit my post only when properly relieved.
- e. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Security Officer, Deputy Security Officer, Operations Officer, and Watch Commander.
- f. To talk to no one except in the line of duty.

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- g. To give the alarm in case of fire or disorder.
- h. To call the Watch Commander in any case not covered by these instructions.
- i. To salute all officers and all Colors and standards not cased.

17. Specific Orders:

- a. FPCON Bravo (authorized for Alpha):
 - (1) Receive and carry out all instructions given at roll call in addition to all existing laws, regulations, instructions, directives, orders and SOPs (Military, Federal, and State).
 - (2) Inform the Watch Commander/Dispatcher of any unusual and emergency situations.
- b. FPCON Charlie/Delta. Follow all specific orders as listed in paragraph 15a above.

18. Procedures for handling firearms:

- a. PERSONAL FIREARMS ARE NOT AUTHORIZED ABOARD NSA-WASHINGTON PROPERTIES

19. Deadly Force/Use of Force:

- a. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:
 - (1) Self-defense and defense of others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.
 - (2) Assets involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

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- (3) Assets not involving National Security but that are inherently dangerous to others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential for danger of death or serious bodily harm to others.
 - (4) Serious offenses against persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).
 - (5) Arrest or apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 18a(1) through (4) of this post order.
 - (6) Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.
- b. Additional considerations involving use of firearms. If in any of the circumstances set forth by this post order, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with prevention of death or serious bodily harm:
- (1) Warning shots are prohibited.
 - (2) When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.
 - (3) Shots shall be fired only with due regard for the safety of innocent bystanders.
 - (4) In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that the use of the weapon may be necessary.

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(5) Weapons will not be fired from a moving vehicle.

(6) Only government weapons and standard military ammunition, officially issued for on-duty use in the performance of law enforcement/security functions, may be carried by security force members. The use of privately owned weapons and ammunition is strictly prohibited and enforced.

c. Escalation Ladder of Force. All personnel will follow the escalation ladder of force without exception. Any use of force involving OC Spray, Expandable Baton, chemical agents or firearms will be immediately reported to the Law Enforcement/Security Chain of Command. Additionally, any force or technique that results in injury will be immediately reported to the Law Enforcement/Security Chain of Command.

With OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- OC Spray
- Firearms

Without OC Spray

- Physical Presence
- Verbal Commands
- Control and Restraint
- Handcuffing
- Expandable Baton
- Chemical Agents
- Firearms

20. These Post Orders provide guidelines and establishes parameters of operation, however; Police personnel are not restricted by these orders from using sound judgment and taking appropriate action to handle situations not necessarily covered in this Post Order. Any action taken by Naval Security Forces Personnel should be reported to the Shift Supervisor or other appropriate authority as soon as is practicable.

SUBMITTED

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DATE:

16 Dec 2011

REVIEWED BY:

(b) (6)

DATE:

16 Dec 2011

INSTALLATION OPERATIONS OFFICER (N3I)

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SECURITY DEPARTMENT STANDARD OPERATING PROCEDURE
UNCLAS / LES

**NAVAL SUPPORT ACTIVITY
WASHINGTON**



**SECURITY DEPARTMENT
STANDARD OPERATION PROCEDURE FOR
DEPLOYMENT AND OPERABILITY TESTING OF
THE FINAL DENIAL BARRIER SYSTEM**

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REFERENCES

- (a) OPNAVINST 5530.14E Navy Physical Security and Law
Enforcement Manual
- (b) OPNAVINST 3300.53A Navy Anti-Terrorism Program
- (c) DOD DIRECTIVE 2000.12H DOD Anti-Terrorism Program

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DEPLOYMENT AND OPERABILITY TESTING OF THE FINAL DENIAL BARRIER
SYSTEM

1. Purpose. To promulgate procedures for the deployment and daily operability testing of active and passive barrier systems installed aboard NSA-Washington Installations.

WARNING

Even when properly installed to perform its intended purpose, manually actuated hydraulic bollards may cause injury to individuals as a result of accidental or inadvertent activation caused by either operator error or equipment malfunction.

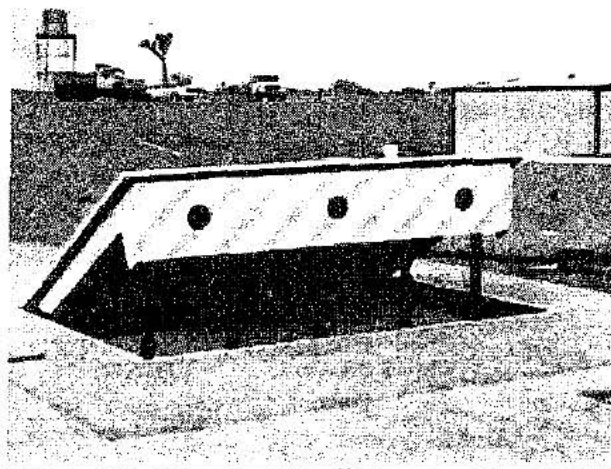
2. Scope. This SOP applies to all NSA-Washington Police Officers and all NSA-Washington Installations that utilize Final Denial Barrier Systems.

3. Responsibility. It is the responsibility of all NSA-Washington Police personnel to thoroughly familiarize themselves with this SOP and to perform their duties per the provisions and directives contained herein.

4. General. All NSA-Washington police personnel will familiarize themselves in the use of the Final Denial Barriers (FDB) so that personnel who attempt unauthorized entry will not be successful in gaining access to NSA-Washington installations

5. Definition: The Hydraulic Barricade System is a self-contained hydraulically operated unit that rises to a height of 38 inches. Standard width is 108 inches, although units can be purchased in widths from 96 to 144 inches. Normal operating cycle is from 3 to 15 seconds (field adjustable). In an emergency, the unit can rise in 1.5 seconds. This system is designed to operate with card readers, keypads, velocity detectors, IR Sensors, and multiple control/switch stations, and it can operate in either a single or multiple configurations. After impact the barrier can be lowered and ready for operation, within a matter of 17 seconds this barrier can be reset and ready for use.

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6. Policy. The primary objective of this SOP is to:

a. Provide uniform command protocol for activating the Final Denial Barrier Systems onboard NSA-Washington Installations in accordance with Ref (a) through (c).

b. Ensure all personnel operating NSA-Washington Final Denial Barrier Systems are fully trained. A vehicle barrier system should be respected as a tool capable of causing serious injury.

The primary function of the Final Denial Barrier System is to:

(1) Stop all suspicious and/or illegal vehicles from gaining access to NSA-Washington installations.

(2) Protect military and civilian personnel on NSA-Washington installations.

(3) Prevent injury to innocent personnel.

(4) Restore normal conditions without property damage or injury to innocent bystanders.

(5) Contain and control the situation until assistance arrives.

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7. Procedures for Non-Emergencies.

a. Obtain permission from the Watch Commander to deploy the Final Denial Barrier.

b. Ensure all lanes are clear of traffic and place traffic cones in front of barriers (direction of traffic) to be deployed.

(1) Cover sentry or nearest roving patrol will act as safety observer. At minimum, Two-Person Integrity is required for lane control activation and operability testing. Do NOT operate the pop-up barriers without a safety observer, except in cases of an emergency or urgent situations.

(2) After cones are placed, the safety observer will ensure all lanes are still clear and all traffic is stopped short of bollards and cones.

(3) Prior to deployment, both the barrier operator and the safety observer will agree which buttons are to be pushed.

(4) The safety observer will then proceed outside to ensure it is safe to deploy the barrier.

c. Notify the Watch Commander and dispatcher of all barrier deployments.

d. Verify the correct barrier activation switch is being used before activation. Again, the safety observer will concur.

e. **Vehicle Safety Warning - Do not operate barriers when there is normal oncoming vehicle traffic, or especially if a vehicle is on, or directly over the Final Denial Barrier equipment. Vehicle occupants may sustain injury if a vehicle crashes into or impacts bollards at any speed.** Additionally, substantial damage can occur to any vehicle in the event the barriers/bollards are deployed.

(1) The operator must be particularly careful when using the Emergency Fast Operation feature. Hydraulic Barriers move very fast and forceful which can cause injury, or substantial vehicle damage.

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(2) When raising the Delta series barriers, substantial lifting forces are present. Ensure that no vehicles are approaching or over the barriers during deployment. Vehicles colliding with the barrier will result in substantial damage to the vehicle or injuries to the occupant(s).

f. Pedestrian and Personnel Safety - The Operator is responsible for the safe operation of barriers at all times.

(1) Do not operate barriers when pedestrians or personnel are in close proximity to the equipment, and especially if standing on the equipment.

(2) Operations include both raising and lowering of the barrier.

(3) The operator and/or service technician must be particularly careful when using the Emergency Fast Operation feature. Delta Barriers move at very fast, forceful speeds which can cause serious injury.

8. Emergency Deployment (not all inclusive):

a. **Unauthorized Entry:** When a vehicle proceeds through the ECP without proper authority or without proper direction from the post sentry.

b. **Civil Assist:** To prevent entry or exit from the installation during felony situations when requested by Civilian Law Enforcement Agencies and approved from the Watch Commander.

c. **Exiting Vehicles:** To prevent vehicles from exiting the installation when directed by the Watch Commander.

(1) When notified of Hydraulic Bollard, Pop-Up Barricade System activation during emergencies the Watch Commander will:

(a) Ensure units respond according to Pre-Planned Responses (PPR) or Standard Operating Procedures (SOP).

9. Accidental Deployment:

a. Notify Dispatch to provide patrol units and request Fire/Ambulance services if injuries have occurred.

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- b. Secure the lane and divert traffic.
 - c. Render first aid to the victim(s) if necessary.
 - d. Notify Watch Commander, who will brief the chain of command on the current situation and make further notifications if necessary.
10. RAM and/or Lane Control use of Bollards:
- a. When use of Bollards is for RAM or Lane Control, Bollards will be in a deployed status, during non-peak traffic hours or during specific RAM's, which has been approved by the NSA-Washington Commanding Officer in advance. Bollard operator will ensure all traffic is stopped and a safety observer is present prior to raising any bollard (see procedures above).
 - b. When additional lanes need to be used during peak-traffic hours, the Bollards will be lowered to accommodate any high traffic volume. This action will only be directed by the Watch Commander.
 - c. When directed by the Commanding Officer or when the Force Protection Condition is increased to FPCON Charlie or higher, bollards will be used to employ only one lane of traffic inbound and one lane of traffic outbound.
11. Watch Commander Action:
- a. Will ensure operability tests are conducted weekly in accordance with this SOP or as directed by the Security Officer, and that operability tests are documented on enclosure (1), and routed to the Operations Chief when completed. This functional testing will consist of operating all barriers at all locations noted above once each week between the hours of 0200 and 0400. Failure to complete operability tests on active barriers must be reported to the Chief of Police by the Watch Commander.
 - b. Entry Control Point Personnel: Will complete active and passive operability tests in accordance with this SOP and enclosure (1).

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ACTIVE BARRIER OPERABILITY TEST FORM

TIME:	DATE:
Installation (Circle One): NSF Arlington / NSF Carderock / NSF Observatory / NSF Potomac / NSF Washington Navy Yard	
ECP Location (Gate):	
Barrier Position (Circle One): <u>Inner barrier set</u> = Inbound Barrier /// Outbound Barrier (inner)	
<u>Outer barrier set</u> (Circle One): = Inbound Barrier // Outbound Barrier (outer)	
<u>Third barrier set</u> (street lane position - N/E/S/W) = Inbound Barrier //// Outbound Barrier	
<u>Additional barrier set</u> =	
Officer Conducting Operability Testing:	
Steps for conducting daily operability testing for mechanically actuated barriers (Wedges):	
1. Request permission from/notify Watch Commander of barrier testing.	
2. Secure traffic to all lane(s).	
3. Turn the key in the control panel to the "On" position.	
4. Raise barrier in each lane by pressing the button labeled "Up"	
5. Lower barrier in each lane by pressing the button labeled "Down"	
6. Repeat steps 4&5 above three times each for each barrier	
7. Test the Emergency Operate (EO) function by lifting the Red safety cover shielding the "EO" toggle switch. This toggle switch will trigger the activation (RAISE) of all barriers in all lanes controlled by this panel. A "Red" Emergency Active light on this panel should be lit to indicate all barriers are in the emergency "All Up" condition.	
8. Press the "RESET" button within 30 seconds to unlock the barrier controls.	
9. Press the "DOWN" button for each barrier activated during the "EO" test to lower the corresponding wedge.	
10. Unsecure traffic lanes to resume normal traffic configuration.	
11. Annotate any discrepancies or equipment malfunctions, by completely describing the discrepancy and the wedge affected (by number) in the comments section of this form.	
12. Notify the Watch Commander that all barriers have been tested, the results of the test.	

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ACTIVE WEDGES TEST (CIRCLE ONE)	SAT	UNSAT
EMERGENCY OPERATION (ALL UP) TEST:	SAT	UNSAT
COMMENTS:		
Steps for the emergency lowering of mechanically actuated barriers stuck in the up position:		
1. Notify Watch Commander the wedges failed to lower and are stuck in the up position.		
2. Request Watch Commander to retrieve and transport Barrier Mechanical Control Cabinet key from Watch Commander key box to the gate affected.		
3. Locate the white barrier mechanical control cabinet that is located in the immediate vicinity of the gate.		
4. Unlock cabinet padlock utilizing the key provided by the Watch Commander.		
5. Locate the right hand side of the blue hydraulic valves marked with down or lower.		
6. Locate the round brass pins on the right hand side of the blue valve.		
7. Using a blunt/pointed object, press all center brass pins all the way in.		
8. Listen/Observe the wedges lower.		
9. Visually inspect lanes to ensure wedges lowered completely.		
10. Open lanes/Return to the normal traffic configuration.		
11. Close and lock white cabinet.		
12. Notify the Physical Security Specialist via the Operations Chief that the barriers had to be manually lowered.		
13. Document that the barriers had to be manually lowered in the comments section of this form.		
Raising: Note: The Bollards at Gates @@@@ will be tested individually.		
1. Request permission from/notify the Watch Commander of barrier testing.		
2. If permission to proceed is given, secure traffic lane affected.		
3. Lift off access cover located adjacent to bollard utilizing a		

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leverage tool if needed.	
4. Check gauge pressure. Note: Pressure gauge should read between 450-500.	
5. If not previously documented during the lowering phase of the OP test, log the three digit gauge reading in the comments section below next to its numerical equivalent.	
6. Standing clear of the path of the bollard, pull back the spring loaded locking pin, by utilizing the stainless steel handle located under the access cover.	
7. While holding back the locking pin, raise the bollard by placing hand on handle located in the top of the bollard and pulling upward. (Note: If the bollard is charged to the required pressure, no more than 35 pounds of force will be required to raise the bollard to the fully up position. Undue exertion will not raise the bollard faster, but could result in injury.)	
8. Once the bollard has raised about six inches, release the locking pin.	
9. Continue to raise the bollard by steadily (NOT EXCESSIVELY) pulling upward and until the locking pin seats, by sliding into the predrilled hole.	
10. Ensure the locking pin is seated by visually verifying that the locking pin returned to the pre-test position.	
11. Replace access cover and annotate any discrepancies or equipment malfunctions, by completely describing the discrepancy and the bollard affected (by number) in the comments section of this form.	

Enclosure (1)